SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

Idaho Assessment Systems Statewide Assessment Training

Test Information Distribution Engine (TIDE)

February 9-15, 2017

Objectives

Preparing for Testing
- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings

Administering Tests
- Managing test improprieties
- Monitoring test progress

After Testing
- Managing non-participation codes

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ISAT Portal

http://idaho.portal.airast.org

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TIDE Home Page

User and Student Management

- TIDE organizes Institutions, Users, and Students
  - Institutions via state file
- Users added by users higher in the hierarchy
  - Can be viewed and edited in TIDE
- Students added multiple ways:
  - Manual add
  - Mass upload
- Student settings and eligibility added multiple ways:
  - Manual add
  - Mass upload

TIDE User Roles

- TIDE is a role-based system

ELA/Literacy & Math Assessments – AIR Online Systems – User Guides

Slide 1: Roles and Permissions

Task	DA	DC	SC	TE	TA	Alt TA
Adding and Moving Students	✓	✓				
Viewing and Editing Students	✓	✓	✓	View Only	View Only	View Only
Adding User Accounts	✓	✓	✓			
Viewing and Editing User Details	✓	✓	✓			
Creating Test Impropriety Requests	✓	✓	✓			
Working with Rosters of Students	✓	✓	✓	✓		
Generate Plan and Manage Testing Reports	✓	✓	✓	✓	✓	✓

For a detailed list of user roles and associated permissions, see the 2016-2017 User Roles and Access to Idaho Assessment Systems.

Slide 2: TIDE Tasks Overview

Slide 3: TIDE Tasks Overview

Overview of TIDE Tasks

TIDE Banner

Online TIDE User Guide

Navigation Toolbars

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Help Text

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Users

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Upload Users

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Uploading Files

Troubleshooting Tips

- Ensure all leading zeros are maintained in the files. Note: If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure the dates are formatted properly using MMDDYYYY and there are no spaces or dashed included
- Ensure all values contain only acceptable values for the field you are trying to enter. For additional reference, select the Show Guidelines drop-down on the Upload pages in TIDE.
- If further issue persists when trying to upload a user file into TIDE, please contact the ISAT Help Desk via telephone (1-844-560-7365) or via email (IDHelpDesk@air.org).

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View/Edit/Export User

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View/Edit/Export User

Add Student

Upload Students

Slide: Upload Students

Upload Students

Slide: Upload/Add Students — Troubleshooting Tips

Troubleshooting Tips

- *English Language Proficiency Level* has been updated in TIDE. This field has been renamed *LEP Category* which accepts the codes listed below. *LEP Category* is a required field and *LEP Status* remains as a **Yes/No** field.
- Further Details about these codes can be found in the EL Guidelines found on SDE's website
  - **L1**: Receiving LEP Services and new to a US school in the last 12 months
  - **LE**: Continuing LEP Services
  - **EW**: English Learner; services waived or refused
  - **X1**: Exited – 1st Year
  - **X2**: Exited – 2nd Year
  - **FL**: Was formerly receiving LEP services, no longer monitored
  - **NO**: Does not / has not received LEP Services
  - **SO**: Screened Out

Slide: View/Edit/Export Student

View/Edit/Export Student

View/Edit/Export Student

Processing Large Upload Files

- If your file contains a large number of records (more than 1000 records), TIDE displays the validation results for the first 20% of records, and then completes the processing offline.

- As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE will send you an email when it completes the validation, and a second email after it commits the records to its databases.

- If you commit the file:
  - TIDE validates the remaining records offline, and sends a validation report via email.
  - TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.
  - Please note: if you do not want your file to process overnight make sure you upload less than 1,000 records at a time.
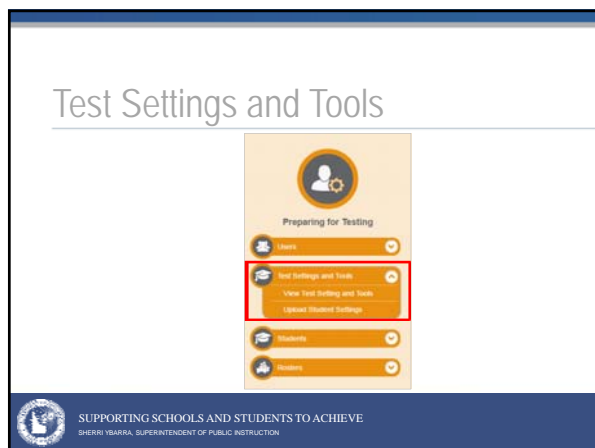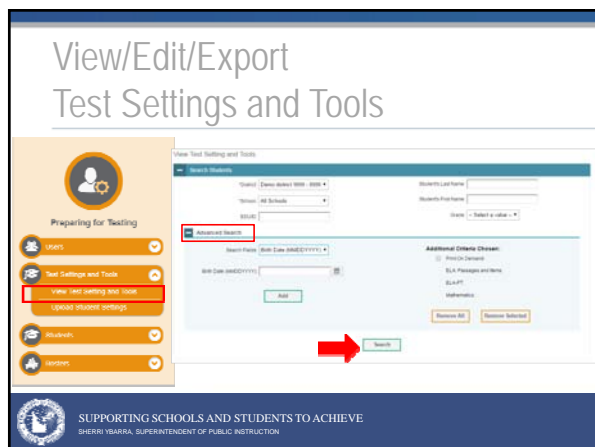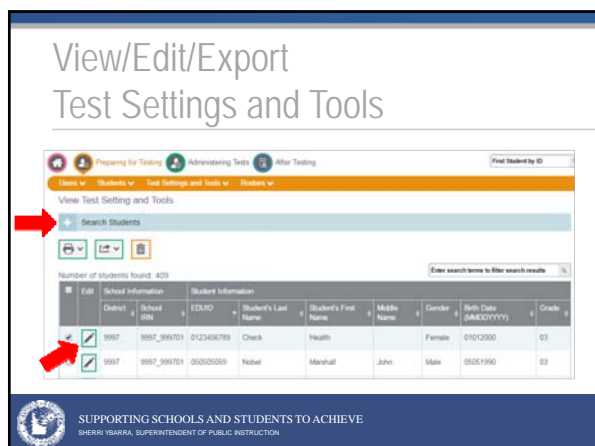
View/Edit/Export
Test Settings and Tools

Upload Test Settings and Tools

Rosters

View/Edit/Export Rosters

Test Improprieties

Status of Test Improprieties

Impropriety Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropriety request is pending approval.
Processed	Impropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropriety request submitted to Test Delivery System for processing.
Resolved	Impropriety was resolved.

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Creating a Test Impropriety

- Columns in the Test Improprieties Upload File
  - **Type of Test Impropriety**: Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
  - **Search Type**: EDUID, Result ID, and Session ID.
  - **Search Value**: Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
  - **Reason for creating a Test Impropriety**: Up to 1,000 alphanumeric characters.

Non-Participation Codes

- A non-participation event occurs when a student does not take a test as scheduled.
- You assign a code to explain the non-participation.
- Non-participation codes persist until they are changed.
- Types of non-participation codes:
    - Absent
    - New Non-English Proficient
    - Refusal – Student
    - Refusal – Parent
    - Medical
    - Withdrawn
    - Invalidated

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Non-Participation Codes

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Non-Participation Codes

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Further Information

- If you have general questions or need further information visit the ISAT portal or consult the ISAT Help Desk for assistance.
- ISAT Portal: http://idaho.portal.airast.org/
- ISAT Help Desk Contact Information:
  - Customer Support Email: IDHelpDesk@air.org
  - Customer Support Phone: 1-844-560-7365
  - Hours of Operation: Monday – Friday 8:00 am to 8:00 pm MT
- SDE contact information for implementation or policy guidance:
  - Nancy Thomas Price: 208-332-6988
  - Heidi Arrate: 208-332-6909

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